

## 1.0 GENERAL INSTRUCTIONS

This section provides general guidance for preparing proposals as well as specific instructions on the format and content of the proposal. The offeror's proposal must include all data and information requested and must be submitted in accordance with these instructions. The offer shall be compliant with the requirements as stated in the Statement of Objectives (SOO), Baseline Requirements Documents and Acceptance Test Plans/Procedures, Contract Data Requirements List (CDRL), DD254, and Model Contract. **Non-conformance with the instructions provided may result in an unfavorable proposal evaluation.**

The proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The proposal should not simply rephrase or restate the Government's requirements, but rather shall provide convincing rationale to address how the offeror intends to meet these requirements. Offerors shall assume that the Government has no prior knowledge of their facilities and experience and will base its evaluation on the information presented in the offeror's proposal.

Elaborate brochures or documentation, binding, detailed art work, or other embellishments are unnecessary and are not desired. Similarly, for oral presentations, elaborate productions are unnecessary and not desired.

The proposal shall be valid for a period of not less than 120 days from the required submission date of the Price Proposal (Volume IV). The offeror shall make a clear statement in Volume IV that the proposal is valid until that date.

In accordance with FAR Subpart 4.8 (Government Contract Files), the Government will retain one copy of all unsuccessful proposals. Unless the offeror requests otherwise, the Government will destroy extra copies of such unsuccessful proposals.

The proposal will be submitted in multiple parts (split proposal process). The first submission will be the Past and Present Performance volume, due fourteen (14) days after RFP release by 1:00pm EST. The Mission Capability/Proposal Risk and Contracting volumes will be due four (4) weeks after the RFP is issued by 1:00pm EST. The Government will then conduct a Plant Visit at each offeror's plant. The final submission, consisting of the Price Volume, will be due sixty (60) days after the RFP is issued by 1:00pm EST. The completion and submission of these volumes constitutes the offeror's acceptance to the terms and conditions in this RFP and in any attachments thereto.

### 1.1 General Information

#### 1.1.1 Point of Contact

The Contracting Officer (CO) and the Contract Specialist are the **sole** points of contact for this acquisition. Please address any questions or concerns you may have to the CO or the Contract Specialist. Written requests for clarification may be sent to the CO or the Contract Specialist at

the address located in Standard Form (SF) 1449 of the solicitation or via email to the addresses listed in the RFP cover letter.

### **1.1.2 Debriefings**

All offerors may request a debriefing by providing a written request to the PCO. The PCO will notify offerors of the award decision within three calendar days after award. Offerors desiring a debriefing must request one in writing within three days after PCO notification. To the maximum extent practicable, debriefings will be conducted within five days of receipt of the offeror's request. Debriefings will be conducted IAW AFFARS 5315.506.

### **1.1.3 Discrepancies**

If an offeror believes that the requirements in these instructions contain an error, omission, or are otherwise unsound, the offeror shall immediately notify the CO in writing with supporting rationale. The offeror is reminded that the Government reserves the right to award this effort based on the initial proposal, as received, without discussion.

### **1.1.4 Reference Library**

An electronic reference library has been established on the Hanscom Electronic RFP Bulletin Board at <http://herbb.hanscom.af.mil>. Click "ALL" business opportunities, then "TDC Modules and Kits."

### **1.1.5 Plant Visit**

The Government will conduct a Plant Visit at each offeror's facility. The Plant Visit will be limited to no longer than six (6) hours (nominally 0900-1500) at each plant. Each offeror will be required to present the briefing submitted as part of the Mission Capabilities/Proposal Risk volume of its proposal orally and demonstrate a sample module during the Government's plant visit. The briefer must be the planned program manager for the TDC Modules and Kits effort. This oral presentation will augment the offeror's written briefing; videotaping is not required. The detailed schedule for these Plant Visits will be determined after receipt of the written Past and Present Performance volume, but are planned to start one (1) week after receipt of the Mission Capabilities/Proposal Risk volume. The Government will notify offerors by phone, email, or fax of the order of presentations the day after receipt of the Mission Capability/Proposal Risk proposal volumes.

## **1.2 Organization/Number of Copies/Page Limits**

The offeror shall prepare the proposal as set forth in the Proposal Organization Table. The titles and contents of the volumes shall be as defined in this table, all of which shall be within the required page limits and with the number of copies as specified. The contents of each proposal volume are described in the paragraphs below.

Volume	Title	Hardcopies	Electronic Copies	Page Limit
I	Past and Present Performance	1	2	5 plus 5 per each relevant contract
II	Mission Capability/Proposal Risk (briefing)	1	10	100
III	Contract Documentation	1	2	no limit
IV	Price	1	2	no limit

### **1.2.1 Page Limitations**

Page limitations shall be treated as maximums. If exceeded, the excess pages will not be read or considered in the evaluation of the proposal and for paper copies, will be returned to the offeror as soon as practicable. Page limitations shall be placed on responses to Evaluation Notices (EN). The specified page limits for EN responses will be identified in the letters forwarding the ENs to the offerors. When both sides of a sheet display printed material, it shall be counted as 2 pages.

### **1.2.2 Cost or Pricing Information**

All cost or pricing information shall be addressed **ONLY** in the Price Proposal. Work-hour estimates and material kinds and quantities may be used in other volumes only as appropriate for presenting rationale for alternatives or design and trade-off decisions.

### **1.2.3 Cross Referencing**

To the greatest extent possible, each volume shall be written on a stand-alone basis so that its contents may be evaluated with a minimum of cross referencing to other volumes of the proposal. Information required for proposal evaluation which is not found in its designated volume will be assumed to have been omitted from the proposal. Cross referencing within a proposal volume is permitted where its use would conserve space without impairing clarity.

### **1.2.4 Glossary of Abbreviations and Acronyms**

Each volume shall contain a glossary of all abbreviations and acronyms used, with an explanation for each. Glossaries do not count against the page limitations for their respective volumes.

## **1.3 Page Size and Format**

For all volumes of the proposal (including the Mission Capability briefing), the page size shall be 8.5 x 11 inches, including foldouts, with at least 3/4 inch margins on the top and bottom and 1/2 inch side margins; and, except for the reproduced sections of the solicitation document, the text size shall be no less than 10 point. In addition, all pages shall be numbered sequentially by volume. For textual volumes, pages shall be single spaced and tracking, kerning, and leading values shall not be changed from the default values of the word processing or page layout software. These page format restrictions shall apply to responses to Evaluation Notices (ENs). These limitations shall apply to both electronic and hard copy proposals.

Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layout, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed 11x17 inches in size. Foldout pages shall fold entirely within the volume, and count as a single page. Foldout pages may only be used for large tables, charts, graphs, diagrams and schematics; not for pages of text. For tables, charts, graphs and figures, the text shall be no smaller than 10 point. These limitations shall apply to both electronic and hard copy proposals.

#### **1.4 Binding and Labeling**

Each volume of the proposal should be separately bound. A cover sheet should be included with each volume, clearly marked as to volume number, title, solicitation identification and the offeror's name. Be sure to apply all appropriate markings including those prescribed in accordance with FAR 52.215-1(e), Restriction on Disclosure and Use of Data, and 3.104-5, Disclosure, Protection, and Marking of Contractor Bid or Proposal Information and Source Selection Information.

#### **1.5 Electronic Offers**

For electronic copies, indicate on each CD-ROM the volume number and title. Use separate files to permit rapid location of all portions, including exhibits, annexes, and attachments, if any. If files are compressed, the necessary decompression program must be included. The electronic copies of the proposal shall be submitted in a format readable by Microsoft (MS) Word 2000, MS Excel 2000, MS-Project 98, and MS-Power Point 2000, as applicable. In the event of a conflict between paper and electronic versions, the paper copy will govern.

#### **1.6 Distribution**

The "original" proposal shall be identified. Proposals shall be addressed to the Contracting Officer and mailed to ESC/AE, 9 Eglin St., Bldg 1606, Rm 300, Hanscom AFB, MA 01731. Be sure to advise the Administrative Contracting Officer (ACO) and the Defense Contract Audit Agency (DCAA) for prime and subcontractors that the proposal is "For Official Use Only" and "Source Selection Information--See FAR 3.104". The prime, subcontractor(s), and interdivisional organizations must deliver **two** copies each of their proposals to the cognizant ACO/DCAA offices by the date and time specified in the RFP. These copies are to be electronic or paper, depending on the preference of the receiving agency.

## **2.0 VOLUME I - PAST AND PRESENT PERFORMANCE**

### **2.1 General**

Each offeror shall submit a Past and Present Performance volume, containing past performance information in accordance with the format contained in Attachment L-1 and the following subparagraphs.

Each offeror is requested to submit the Past and Present Performance Volume within fourteen (14) days after release of the RFP. Failure to submit early proposal information will not result in offeror disqualification.

Please provide an organizational structure chart to introduce the key<sup>1</sup> subcontractors, teaming partners, and joint venture partners on the offeror's team and provide a brief description of their planned roles and responsibilities with regard to the TDC Modules and Kits program. A list of all participating divisions and locations (prime contractor, subcontractors, and joint venture partners) shall be furnished indicating whether teaming agreements have been executed or not. An organizational chart of the TDC Modules and Kits team shall be provided and depict how the offeror's team fits within the company. The organizational chart shall start at the level of the offeror's CEO and clearly identify the entire chain of command specifying the names, title, division name, and location.

Many companies have acquired, been acquired by, or otherwise merged with other companies, and/or reorganized their divisions, business groups, subsidiary companies, etc. In many cases, these changes have taken place during the time of performance of relevant present or past efforts or between conclusion of recent past efforts and this source selection. As a result, it is sometimes difficult to determine what past performance is relevant to this acquisition. To facilitate this relevancy determination, include in this proposal volume a "roadmap" describing all such changes in the organization of your company. As part of this explanation, please show how these changes impact the relevance of any efforts you identify for past and present performance evaluation/ performance confidence assessment. Since the Government intends to consider past and present performance information provided by other sources as well as that provided by the offeror(s), your "roadmap" should be both specifically applicable to the efforts you identify and general enough to apply to efforts on which the Government receives information from other sources.

The offeror shall also submit a consent letter executed by each subcontractor, teaming partner, and/or joint venture partner, authorizing release of adverse past performance information to the offeror so the offeror can respond to such information. For each identified effort for a commercial customer, the offeror shall also submit a client authorization letter, authorizing the release of requested information on the offeror's performance to the Government. If necessary, subcontractors, teaming partners, or joint venture partners can submit their information directly to the Government.

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<sup>1</sup> Key subcontractors, teaming partners, and joint venture partners are those whose failure to perform would cause failure of the total project.

The Government will forward the questionnaire contained in Attachment L-2 to at least one of the references identified in section E of each completed Past and Present Performance Information form submitted.

## **2.2 Relevant Contracts**

In accordance with Attachment L-1, Past and Present Performance Information, the offeror shall submit performance information on five (5) recent contracts that the offeror considers most relevant in demonstrating the offeror's ability to perform the proposed TDC Modules and Kits effort. These contracts shall be for work performed within the three-year period ending with the date of the Final Proposal Revision (FPR) if discussions are conducted, or the date of the last proposal submission if there are no discussions. Also, please include information on two (2) recent contracts performed by each key subcontractor, teaming partner, or joint venture partner, that you consider most relevant in demonstrating their ability to perform the proposed effort. Include rationale supporting your assertion of relevance. For a description of the characteristics or aspects the Government will consider in determining relevance and recency, see Section M, Evaluation Factors for Award, paragraph 3.2 – Past Performance Factor.

### **2.2.1 Specific Content**

Offerors are required to explain what aspects of the contracts are deemed relevant to the proposed effort and to what aspects of the proposed effort they relate. This may include a discussion of efforts accomplished by the offeror to resolve problems encountered on prior contracts as well as past efforts to identify and manage program risk. Merely having problems does not automatically equate to a little or no confidence rating, since the problems encountered may have been on a more complex program, or an offeror may have subsequently demonstrated the ability to overcome the problems encountered. The offeror is required to clearly demonstrate management actions employed in overcoming problems and the effects of those actions, in terms of improvements achieved or problems rectified. This may allow the offeror to be considered a higher confidence candidate. For example, submittal of quality performance indicators or other management indicators that clearly support that an offeror has overcome past problems is required. Please categorize the relevance information into the specific Mission Capability/Proposal Risk subfactors used to evaluate the proposal.

### **3.0 VOLUME II - MISSION CAPABILITY/PROPOSAL RISK VOLUME**

#### **3.1 General**

Mission Capability/Proposal Risk will be addressed in the Mission Capability/Proposal Risk volume. In your briefing, address your proposed approach to meeting the requirements of each Mission Capability/Proposal Risk subfactor, as well as the risks in your proposed approach in terms of mission capability/performance, cost, and/or schedule.

The Mission Capability/Proposal Risk Volume will consist of an annotated briefing and demonstration of an integrated module to be conducted during the Government's plant visit. The briefing must be in Powerpoint (2000) format, with a maximum length of 100 charts (including titles, outlines, etc). One (1) chart includes both the slide and notes portion and cannot exceed one (1) page. The briefing should also be annotated in the form of text in the "notes page" of each chart to provide additional detail as required. The annotation does NOT need to be the script of the briefing to be presented during plant visits. The briefing should be specific and complete -- clarity and coherence are very important, with no "fluff" or unnecessary filler. Your responses will be evaluated against the Mission Capability/Proposal Risk subfactors defined in Section M, Evaluation Factors for Award. Using the instructions provided below, provide as specifically as possible the actual methodology you would use for accomplishing/satisfying these subfactors. All the requirements specified in the solicitation are mandatory. By your proposal submission, you are representing that your firm will perform all the requirements specified in the solicitation. It is not necessary or desirable for you to tell us so in your proposal. Do not merely reiterate the objectives or reformulate the requirements specified in the solicitation.

The planned program manager for the TDC Modules and Kits effort shall present the briefing orally and to demonstrate the module during the Government's Plant Visit. The Plant Visit, including both presentation and module demonstration, will be used to validate the capabilities claimed in the Mission Capabilities/Proposal Risk volume. For more information about the Plant Visit, please refer to paragraph 1.1.5.

You shall address Proposal Risk by identifying those aspects of the proposal you consider to involve cost and/or mission capability subfactor risk and classify each in accordance with AFFARS 5315.305(a)(3)(ii). Please provide the rationale for each risk and its rating, including quantitative estimates of the impact on cost, schedule, and performance. Please describe the impact of each identified risk in terms of its potential to interfere with or prevent the successful accomplishment of other contract requirements (for example: SOO or BRD requirements), whether or not those requirements are identified as subfactors or elements. The offeror shall suggest a realistic "work-around" or risk mitigator for identified risks that will eliminate or reduce risk to an acceptable level. Please identify and classify any new risks introduced by such risk mitigation.

## 3.2 Format and Content

### 3.2.1 Mission Capabilities/Proposal Risk Factor Briefing

Your briefing must identify which of the five equipment categories (voice, data, muxing, transmission, and network control) you are proposing to provide. You may propose to provide one, all, or any combination of the equipment categories. For each category included in your proposal, you must propose to provide ALL the modules and kits associated with that category. Failure to do so will result in a proposal deemed non-responsive for that category.

Your briefing must address both subfactors in Section M: Technical Capability and Manufacturing Capability.

#### 3.2.1.1 Subfactor 1: Technical Capability

- The Statement of Objectives (SOO) identifies the Block 45 minimum target baseline – by version number – for each module and kit. The Government has included a Baseline Requirements Document (BRD) for each of these modules and kits as part of this RFP. You are *not* required to propose the specific baseline identified in the SOO and associated BRDs. You may propose an alternative implementation for each module and/or kit, *as long as the proposed solution meets the functional requirements of the BRD.*

For each of the equipment categories (voice, data, muxing, transmission, and network control) you are proposing to provide, please include the following information:

For each module and kit, either state that you propose to implement the baseline as provided in the RFP or describe your alternative implementation. For alternative implementations, your description must include an equipment listing and front/rear elevation drawings for modules and equipment lists for kits. See Section 6 of the existing Basic Access Module (BAM)(v3) BRD (Attachment 5 to the SF1449 and Addenda) for a representative example. In addition, you must indicate how the alternative implementation meets the functional requirements of the associated BRD.

- The SOO also identifies minimum required retrofits to existing fielded modules to meet either the requirement of not more than two (2) versions of any module in the field or other operationally-driven constraints. That minimum set for Block 45 includes the BAM and Large Voice Module (LVM). Retrofits can be accomplished as an upgrade to an existing module – either in plant or in the field – or by replacing the entire module in its entirety. Choosing the appropriate approach must be done on a case-by-case basis and depends on the complexity, required tools, etc. to implement the retrofit.

If you are proposing to replace rather than retrofit the module, please provide a detailed rationale substantiating your recommendation. If you are proposing to provide the BAM or LVM modules, describe your approach for retrofitting the module for each one proposed. If you are proposing to retrofit the module, your description must include a listing of the contents of the recommended retrofit kit and proposed methodology for kit-proofing and implementing the retrofit (in-plant, in the field, etc).



If you are proposing an alternative baseline to the one identified in the SOO, you must identify an alternative list of “minimum required retrofits” to comply with the requirement of not more than two (2) versions of each module or kit in the field. For each of these retrofits, you must describe your approach for retrofitting the module or kit as detailed in the paragraph above.

- If you are proposing to provide equipment in the network control category, please provide a detailed description of your processes to install and configure all required software. Please include a description of both the tools and process used to create images of each server for distribution with the module.
- If you are proposing to provide equipment in the voice, data, muxing, or transmission categories, please identify how you will comply with DoD directives regarding the storage and handling of the required COMSEC equipment - to include identification of the COMSEC account to be used, company holding the COMSEC account and your relationship to that company, and location where the equipment will be stored. In addition, please detail the procedures you will use to ensure proper safeguards during module integration, test, and shipment.
- Please provide a detailed description of your engineering processes that support the successful build and test of an initial unit that complies with both the Baseline Requirements Document and Acceptance Test Procedures, as well as the smooth transition from an engineering organization to manufacturing/production.

#### 3.2.1.2 Subfactor 2: Manufacturing Capability

- Please identify the specific location at which each of the modules and kits you are proposing to provide will be assembled/integrated and tested.
- Please provide a detailed description of your manufacturing processes that support the successful build and test of modules and kits to include change control, documentation/drawing management, and electrostatic discharge (ESD) procedures. You do not have to submit internal documentation — such as internal process guidelines — substantiating your capabilities as part of your written proposal; however, you should have that available for review during the Government’s plant visit.
- Please provide a detailed description of your manufacturing facility to include not only the production floor, but related requirements such as bonded/secure storage and shipping/receiving.
- Please provide a detailed description of your manufacturing/production organization to include a description of roles and responsibilities and relationships between organizations.

### **3.2.2 Module Demonstration**

As part of the Mission Capability/Proposal Risk portion of your proposal, you must demonstrate a fully integrated module during the Plant Visit. The module must be one that you are proposing to build and must be one of the following:

- Basic Access Module
- Large Voice Module
- Red Data Module
- FCC-100 Tactical Module
- Laser Module
- RF Microwave Module
- NCC-D Heavy Module

The module will NOT be deliverable to the Government as part of the proposal. The Government will NOT provide any GFE to be part of the demonstrated module. The Government will evaluate the module from a quality and workmanship perspective; there is no requirement to verify complete functional operation of the module in accordance with the Acceptance Test Procedures.

## **4.0 VOLUME III - CONTRACT DOCUMENTATION**

### **4.1 Representations and Certifications**

The purpose of this volume is to provide information to the Government for preparing the contract document and supporting file. Please include one (1) signed and dated hardcopy original of the SF1449 and addendum. The original should be clearly marked and should be provided without any punched holes. Fill in all blanks in the SF1449 and addendum. Specifically, complete the following:

#### **4.1.1 Standard Form 1449 – Solicitation/Contract/Order for Commercial Items**

The offeror shall fully complete Blocks 12, 17, and 30, including required codes under Block 17. Please identify the county associated with your address as completed in Block 17a. Signature by the offeror on the SF 1449 constitutes an offer, which the Government may accept.

***Do not complete Blocks 23 and 24.***

Regardless of the number of equipment categories proposed/awarded, there will be one ceiling price for the contract. With the exception of non-recurring engineering, ceiling prices will not be established for individual CLINs.

The Government will calculate the contract ceiling price as follows (all numbers will be rounded to the nearest dollar):

1. Calculate the sum of the sumproducts<sup>2</sup> of your B-1 Table [Modules and Kits] prices at the BEQ quantities (Attachment L-6) for all ordering periods (FY04-09) for all equipment categories that you will be awarded. If you are proposing a baseline different from that identified in the RFP, the ceiling price may be adjusted by increasing the quantity of modules and/or kits to reflect the impact of the requirement to maintain not more than two (2) versions of each module and/or kit in the field in accordance with the SOO.
2. Calculate the sumproduct<sup>2</sup> of your B-2 Table[Retrofits] prices at the BEQ quantities (Attachment L-7) for all equipment categories that you will be awarded.
3. Calculate the sum of steps 1 and 2 above.
4. Multiply the results of step 3 by 1.25 to accommodate future retrofits.
5. Multiply the results of step 4 by 1.25 to accommodate unplanned (e.g., wartime) tasking.
6. Use the result of step 5, not to exceed \$500M, as the contract ceiling.

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<sup>2</sup> Sumproduct is a standard spreadsheet function that multiplies corresponding components in the given arrays and returns the sum of those products.

#### **4.1.2 Supplies or Services and Costs/Prices**

##### **4.1.2.1 CLIN Prices**

**Leave all CLIN prices blank.** The Government will fill in the prices based on your proposal as follows:

If you are proposing to provide voice equipment:

CLIN 0001     Your proposed price to complete the voice non-recurring engineering as defined in the SOO, up to a maximum of \$150,000.

If you are proposing to provide data equipment:

CLIN 0006     Your proposed price to complete the data non-recurring engineering as defined in the SOO, up to a maximum of \$50,000.

If you are proposing to provide muxing equipment:

CLIN 0011     Your proposed price to complete the muxing non-recurring engineering as defined in the SOO, up to a maximum of \$250,000.

If you are proposing to provide transmission equipment:

CLIN 0016     Your proposed price to complete the transmission non-recurring engineering as defined in the SOO, up to a maximum of \$250,000.

If you are proposing to provide network control equipment:

CLIN 0021     Your proposed price to complete the network control non-recurring engineering as defined in the SOO, up to a maximum of \$50,000.

##### **4.1.2.2 Pricing B-Tables**

The contract will include three Pricing B-Tables. Table B-1 is the module and kit price table. Table B-2 is the retrofit kit price table, and Table B-3 is the spares price table. These tables will be included as part of your Price Volume and the Government will incorporate the appropriate tables into the contract at the time of award for the successful offeror(s) in each equipment category.

#### **4.1.3 Deliveries or Performance**

A specific schedule will be established when each order is placed. The basic contract will require a delivery schedule of not longer than nine (9) months for any order.

**4.1.4 Contract Clauses**

See AFMC FAR Sup Clause, 5352.245-9000, “Government-Furnished Property (GFP)” for the list of Government Furnished Property (GFP). The list identifies the ONLY GFP the Government is providing. There are no base support requirements.

**4.1.5 Representations, Certifications, and other Statements of Offerors**

Complete and submit all applicable representations, certifications, acknowledgments and statements required by the Solicitation Provisions.

**4.1.6 Additions/Exceptions to Terms and Conditions**

Additions/exceptions taken to terms and conditions of the model contract, to any of its attachments, or to other parts of the solicitation shall be identified. Each exception shall be specifically related to each paragraph and/or specific part of the solicitation to which the exception is taken. Please provide rationale in support of the exception and fully explain its impact, if any, on the performance, schedule, cost, and specific requirements of the solicitation. Failure to provide rationale with a full explanation may result in the offeror being removed from consideration for award.

**4.1.7 Additional Information**

In addition, please include the following information in your response:

- a. The names, addresses, telephone, fax numbers, and facility codes for the DCMA/DFAS/DCAA representatives.
- b. The name, title and telephone number of the company/division point of contact regarding decisions made with respect to your proposal and who can obligate your company contractually. Also, please identify those individuals authorized to negotiate with the Government.
- c. The name, address, and telephone number of the senior manager (e.g., CEO, Vice President, General Manager) responsible for the business unit submitting your proposal.
- d. The company/division's street address, county and facility code; CAGE code; DUNS code; size of business (large or small); and labor surplus area designation. This same information must be provided if the work for this contract will be performed at any other location(s). Please list all locations where work is to be performed and indicate whether such facility is a division, affiliate, or subcontractor, and the percentage of work to be performed at each location.
- e. A list of all documents or other media incorporating technical data or computer software it intends to deliver under this contract with other than unlimited rights that are identical or substantially similar to documents or other media that the Offeror has produced for, delivered to, or is obligated to deliver to the Government under any contract or subcontract. Please provide any information required by the DFARS Clause 252.227-7028, “Technical Data or Computer Software Previously Delivered to the Government”. If any items are to be provided with limited or restricted rights, please include sufficient information to specifically identify those items (e.g.,

catalog reference or part number, descriptive noun/title, and the name of the company/vendor claiming such right). Please provide sufficient documentation to support each claim.

#### **4.1.8 Attachments**

The offeror shall provide the following as attachments to the contract:

##### **4.1.8.1 Subcontracting Plan**

Please include an Individual Contract Subcontracting Plan in accordance with FAR 19.702. The plan must be approved by the CO before contract award unless a company or division-wide Subcontracting Plan has already been approved. The plan will become part of the contract.

##### **4.1.8.2 Associate Contractor Agreements**

Please include all required Associate Contractor Agreements. As a minimum, you will need Associate Contractor Agreements with the TDC System Integration Support contractor, Northrop Grumman Information Technology Inc. (NGIT), Contract F19628-02-F-0020. The NGIT point of contact is Ted Bernstein, 703-620-8601.

## **5.0 VOLUME IV - PRICE VOLUME**

Since this is a Part 12 Commercial Acquisition, cost/pricing data is not required. Accordingly, our intent is to require the minimum essential cost data. However, supporting cost information sufficient to support price analysis and evaluating the realism and reasonableness of your proposed prices is required.

### **5.1 General Instructions**

#### **5.1.1 Cost/Price Reasonableness and Realism**

These instructions are to assist you in submitting information other than cost or pricing data that is required to evaluate the reasonableness of your proposed prices. Compliance with these instructions is mandatory and failure to comply may result in rejection of your proposal. Note that unrealistically low or high proposed prices, initially or subsequently, may be grounds for eliminating a proposal from competition either on the basis that the offeror does not understand the requirement or has made an unrealistic proposal. Offers should be sufficiently detailed to demonstrate their reasonableness. The burden of proof for credibility of proposed prices rests with the offeror.

#### **5.1.2 Estimating Techniques and Methods**

When responding to the Price Volume requirements in the solicitation, the offeror and associated subcontractors may use any generally accepted estimating technique, including contemporary estimating methods (such as Cost-to-Cost and Cost-to-Non-Cost Estimating Relationships (CERs), commercially available parametric cost models, in-house developed parametric cost models, etc.), to develop their estimates. If necessary, reasonable and supportable allocation techniques may be used to spread hours and/or cost to lower levels of the work breakdown structure (WBS).

#### **5.1.3 Non-Required Data**

Data beyond that required by this instruction shall not be submitted, unless you consider it essential to document or support your cost/price position. All information relating to the proposed price including all required supporting documentation must be included in the section of the proposal designated as the Price volume. **Under no circumstances shall this information and documentation be included elsewhere in the proposal.**

#### **5.1.4 Rounding**

All dollar amounts provided shall be rounded to the nearest dollar.

### **5.2 Format and Specific Contents**

#### **5.2.1 Bill of Materials**

The only cost information the Government is requesting is a separate bill of materials (at your cost) for each of the modules and kits, retrofit kits, and spares you are proposing to provide.

### 5.2.2 Pricing B-Tables

The priced B-Tables will be incorporated into the contract at time of award.

#### B-1 Module and Kit Price Tables

Please complete a B-1 Pricing Table for each of the equipment categories you are proposing. B-1 Tables contain the unit prices for each of the equipment items you are proposing. B-1 Tables must be submitted as Microsoft Excel Workbooks. Each workbook must contain six (6) worksheets, one for each Government fiscal year (i.e., FY04, FY05, FY06, FY07, FY08, FY09). See Attachment L-3 for sample worksheets for each of the equipment categories:

The identified quantity breaks are for illustrative purposes only. You are not required to propose discounts for quantity buys. If you chose to do so, you may select the quantity breakpoints and the discount rates. The discount rates do not have to be the same for modules and kits. Please note that the quantity discounts shall apply to all modules, regardless of category (e.g., if a contract were awarded for both the voice and data categories and an order placed for 100 voice modules and 50 data modules, the price for all modules ordered would be at the 150 module price point). Also note special clause “Sixty (60) Day Ordering Language (Jun 2001)” which states “Any subsequent order(s), executed within 60 days of the original order, shall have unit prices based upon the total quantity of modules ordered under the combined original and subsequent order(s). However, no downward adjustment shall be made to the unit and total prices originally used in the original order.” If you choose to propose a timeframe other than sixty (60) days, please include specific ordering language in your proposal and on the applicable B-Tables.

#### B-2 Retrofit Kit Price Table

If you are proposing to provide retrofit kits, please complete a B-2 Pricing Table for each of the equipment categories you are proposing. B-2 Tables must be submitted as Microsoft Excel Workbooks. See Attachment L-4 for sample worksheets. Note that any or all Block 45 Retrofits will be ordered in FY05 so should be priced accordingly.

The identified quantity breaks are for illustrative purposes only. You are not required to propose discounts for quantity buys. If you chose to do so, you may select the quantity breakpoints and the discount rates. The discount rates do not have to be the same for modules and kits. Please note that the quantity discounts must apply to all retrofit kits of the same type ordered simultaneously or within a 60-day window.

#### B-3 Spares Price Tables

Please complete a B-3 Table for each of the equipment categories you are proposing. B-3 Tables contain the unit prices for each of the spares you are proposing to provide. Since the Government will determine the actual spares to be ordered for any given unit just prior to ordering, the list of spares must include a variety of suitable storage/transport cases – that is, rotomold cases in sizes ranging from 8U, 11U, to 13U. You may propose additional sizes above and beyond those listed. B-3 Tables must be submitted as Microsoft Excel Workbooks. Each



workbook must contain six (6) worksheets, one for each Government fiscal year (i.e., FY04, FY05, FY06, FY07, FY08, FY09). See Attachment L-5 for sample worksheets for each of the equipment categories.

The identified quantity breaks are for illustrative purposes only. You are not required to propose discounts for quantity buys. If you chose to do so, you may select the quantity breakpoints and the discount rates.

**ATTACHMENT L-1: PAST AND PRESENT PERFORMANCE INFORMATION**

Please provide the information requested in this format for each contract/program being described. Please provide frank, concise comments regarding your performance on the contracts you identify. Please provide a separate completed form for each contract/program submitted. Please limit the number of past efforts submitted and the length of each submission to the limitations set forth at paragraph 2 of Section L of this solicitation.

Please note the Government is seeking comments on performance by this contractor for a three-year period ending with the date of the Final Proposal Revision (FPR) if discussions are conducted, or the date of the last proposal submission if there are no discussions.

**A. Company/Division Information**

Offeror Name	_____
CAGE Code	_____
DUNS Number	_____

NOTE: If the company or division performing this effort is different from the offeror or the relevance of this effort to the instant acquisition is impacted by any company/corporate organizational change, please note those changes. In addition please address this in the "Organizational Structure Change History" provided as part of your Past Performance Volume.

**B. Contract Specifics**

Program Name	_____
Contracting Agency/Customer	_____
Contract Number	_____
Contract Type	_____
Contract Period of Performance	_____
Original Contract \$ Value (excluding unexercised options)	_____
Current Contract \$ Value (excluding unexercised options)	_____
If amounts are different, provide a brief description of the reason	_____

**C. Brief Description of Effort as Prime or Subcontractor (circle appropriate role)**

Note: Please indicate whether it was development and/or production, or other acquisition phase and highlight portions considered most relevant to current acquisition.

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**D. Completion Date:**

Original Date	<hr/>
Current Schedule	<hr/>
Estimate at Completion	<hr/>
How Many Time Changed	<hr/>
Primary Causes of Change	<hr/>

**E. Primary Customer Points of Contact:** (For Government contracts, provide current information on all three individuals. For commercial contracts, provide points of contact fulfilling these same roles.)

**(1) Program Manager**

Name	<hr/>
Office	<hr/>
Address	<hr/>
Contract Type	<hr/>
Telephone	<hr/>

**(2) Contracting Officer**

Name	<hr/>
Office	<hr/>
Address	<hr/>
Contract Type	<hr/>
Telephone	<hr/>

(3) Administrative Contracting Officer

Name	_____
Office	_____
Address	_____
Contract Type	_____
Telephone	_____

F. Address any technical (or other) area about this contract/program considered unique.

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G. For each of the applicable subfactors under the Mission Capability/Proposal Risk factor in Section M, illustrate how your experience on this program applies to that subfactor.

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H. Specify, by name, any key individual(s) who participated in this program and are proposed to support the instant acquisition. Also, indicate their contractual roles for the acquisition.

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I. Include relevant information concerning your compliance with FAR 52.219-8, Utilization of Small Business Concerns, on the contract you are submitting.

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J. Identify whether a subcontracting plan was required by the contract you are submitting. If one was required, identify, in percentage terms, the planned versus achieved goals during contract performance. If goals were not met, please explain.

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K. Describe the nature or portion of the work on the proposed effort to be performed by the business entity being reported here. Also, estimate the percentage of the total proposed effort to be performed by this entity and whether this entity will be performing as the prime, subcontractor, or a corporate division related to the prime (define relationship).

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Return completed forms to:

TDC Modules and Kits Effort  
Attn: John Sorgini, Contracting Officer  
9 Eglin Street  
Building 1606, Room 300  
Hanscom AFB, MA 01731-2000  
Fax: 781-377-9959

**ATTACHMENT L-2: FACT FINDING QUESTIONNAIRE FOR THE TDC MODULES AND KITS CONTRACT**

Please provide concise comments regarding your overall assessment of the contractor's performance on the contract identified. Because of the nature of the contract to be awarded, please focus on performance relative to commercial and military communications or equipment integration where possible. Please respond to each question as completely as possible. If responding via fax, please fax to (781)-377-9959, DSN 478-9959. If responding via mail, please send to Attn: TDC Modules and Kits Effort, John Sorgini, ESC/AE, Building 1606, Room 309, 9 Eglin Street, Hanscom AFB, MA 01731-2100.

Please note the Government is seeking comments on performance by this contractor for a three-year period ending with the date of the Final Proposal Revision (FPR) if discussions are conducted, or the date of the last proposal submission if there are no discussions.

Please respond within five (5) days of receipt; however, *late input will still be accepted*.

**Contract Information**

Contractor/Division: \_\_\_\_\_  
Program Name: \_\_\_\_\_  
Contract Type: \_\_\_\_\_  
Contract Number: \_\_\_\_\_  
Period of Contract: \_\_\_\_\_

**Respondent Information**

POC: \_\_\_\_\_  
Position: \_\_\_\_\_  
Phone (Commercial) \_\_\_\_\_  
Phone (DSN): \_\_\_\_\_  
Business Address: \_\_\_\_\_

Please give a brief, general description of what the contract was required to deliver. Please note that if unfavorable performance information, not already known by the contractor, is submitted, an Evaluation Notice (EN) will be submitted to the contractor. They will be made aware of that unfavorable information, but not the name of the person who submitted it. Additional pages may be attached if you need more space to answer the questions.

## **Evaluation Criteria**

1. Was the contractor required to assemble, integrate, or package equipment into transit cases, shelters, or other similar constrained environment? If so, how well did the contractor perform? How well did the integrated equipment perform operationally?

2. Did the contract involve commercial communications equipment? If so, what was the specific equipment? How well did the contractor understand the equipment and technology area?

3. Did the contract involve military communications equipment? If so, what was the specific equipment? How well did the contractor understand the equipment and technology area?

4. To what extent did the contractor adhere to contract schedules? Discuss the contractor's process and its effectiveness for minimizing schedule changes. If changes occurred, please address the contributory factors, including percentage driven by Government/user changes in requirements or process.

5. To what extent was the contractor able to solve contract performance problems without extensive guidance from the Government/user?

6. How well did the contractor's management system provide visibility into progress/problems/risk in technical, cost, and schedule areas? Would you describe the contractor's management approach as "proactive" or "reactive?" Why?

7. To what extent was the contractor effective in interfacing with the Government/user staff?

8. To what extent was the contractor successful in managing subcontractors, vendors, and other team members?



**Overall**

Based on the above answers, how well did the contractor perform (mark with an “X”)?

	Exceptional	Satisfactory	Marginal	Unsatisfactory	Unknown
Management					
Technical					
Schedule					
Cost					

Please provide any additional comments that you feel are important in the evaluation of the contractor’s performance.

Please identify any other program that might provide us additional insight into this contractor’s performance ability.

Given the opportunity, would you use this contractor again? If not, please let us know why.

Thanks for your efforts and timely response.

A. John Sorgini, Jr.

Contracting Officer

TDC Modules and Kits Effort

**ATTACHMENT L-3: SAMPLE B-1 TABLES (MODULES AND KITS)**

GFY04	1-100	101-200	201-300	301-400	401-500	500+
<b>Voice Modules and Kits</b>						
Basic Access Module						
Base Transceiver Station Module						
Cellular Hub Module						
Large Voice Module						
Secure Voice Module						
STE-R Module						
Cellular Antenna Kit						
Cellular Phone Kit						
Cellular Operations & Maintenance Center Kit						
Cellular TRX Card and Power Amplifier Kit						
DSVT Kit						
Lightning Protection Kit						
Voice Configuration Kit - Local Base Interface						
Voice Configuration Kit - Radio Interface						
Voice Configuration Kit - Subscriber Extension						
Voice Configuration Kit - Subscriber Loop						
Voice Configuration Kit - T1 Trunk, International, Echo Cancellation						
Voice Configuration Kit - TRI-TAC Interface						
<b>Data Modules and Kits</b>						
Crypto Interface Module						
Red Data Module						
TSSR Interface Unit						
Crypto Configuration Kit						
INE Kit						
LAN Kit						
Router Kit						
Single Mode Fiber Extension Kit						
VOIP Kit						
<b>Muxing Modules and Kits</b>						
Crypto Module						
FCC-100 (Satellite) Module						
FCC-100 (Tactical) Module						
FTSAT Baseband Module						
ICE NIPRNET Module						
ICE SIPRNET Module						
ICE Transmission Module						
Pmux 400 Module						
Pmux 800 Base Module						
Pmux 800 Expansion Module						
SPICE Satellite Baseband Module						
SPICE NIPRNET Module						
SPICE SIPRNET Module						
Circuit Extension Kit						
Pmux 400 Configuration Kit - Port Interface						
Pmux 400 Configuration Kit - Trunk Interface						
Pmux 400 Configuration Kit - Voice						
Pmux 800 Configuration Kit - Port Interface						
Pmux 800 Configuration Kit - Trunk Interface						
Pmux 800 Configuration Kit - Voice						
<b>Transmission Modules and Kits</b>						
Laser Module						
Mid-Range Radio						
RF Microwave Module						
Antenna Kit						
10-Meter Antenna Mast Kit						
15-Meter Antenna Mast Kit						
Tripod Kit						
<b>Network Control</b>						
NCC-D Heavy						

**ATTACHMENT L-4: SAMPLE B-2 TABLES (RETROFIT KITS)**

<b>GFY05</b>	<b>1-100</b>	<b>101-200</b>	<b>201-300</b>	<b>301-400</b>	<b>401-500</b>	<b>500+</b>
<b>Voice Modules and Kits</b>						
Basic Access Module						
Base Transceiver Station Module						
Cellular Hub Module						
Large Voice Module						
Secure Voice Module						
STE-R Module						
Cellular Antenna Kit						
Cellular Phone Kit						
Cellular Operations & Maintenance Center Kit						
Cellular TRX Card and Power Amplifier Kit						
DSVT Kit						
Lightning Protection Kit						
Voice Configuration Kit - Local Base Interface						
Voice Configuration Kit - Radio Interface						
Voice Configuration Kit - Subscriber Extension						
Voice Configuration Kit - Subscriber Loop						
Voice Configuration Kit - T1 Trunk, International, Echo Cancellation						
Voice Configuration Kit - TRI-TAC Interface						
<b>Data Modules and Kits</b>						
Crypto Interface Module						
Red Data Module						
TSSR Interface Unit						
Crypto Configuration Kit						
INE Kit						
LAN Kit						
Router Kit						
Single Mode Fiber Extension Kit						
VOIP Kit						
<b>Muxing Modules and Kits</b>						
Crypto Module						
FCC-100 (Satellite) Module						
FCC-100 (Tactical) Module						
FTSAT Baseband Module						
ICE NIPRNET Module						
ICE SIPRNET Module						
ICE Transmission Module						
Pmux 400 Module						
Pmux 800 Base Module						
Pmux 800 Expansion Module						
SPICE Satellite Baseband Module						
SPICE NIPRNET Module						
SPCE SIPRNET Module						
Circuit Extension Kit						
Pmux 400 Configuration Kit - Port Interface						
Pmux 400 Configuration Kit - Trunk Interface						
Pmux 400 Configuration Kit - Voice						
Pmux 800 Configuration Kit - Port Interface						
Pmux 800 Configuration Kit - Trunk Interface						
Pmux 800 Configuration Kit - Voice						
<b>Transmission Modules and Kits</b>						
Laser Module						
Mid-Range Radio						
RF Microwave Module						
Antenna Kit						
10-Meter Antenna Mast Kit						
15-Meter Antenna Mast Kit						
Tripod Kit						
<b>Network Control</b>						
NCC-D Heavy						

**ATTACHMENT L-5: SAMPLE B-3 TABLES (SPARES)**

<b>GFY04</b>	<b>1-10</b>	<b>11-20</b>	<b>21-30</b>	<b>31-40</b>	<b>41-50</b>	<b>50+</b>
<b><i>Voice Spares</i></b>						
Item 1						
Item 2						
.....						
Item N						
<b><i>Data Spares</i></b>						
Item 1						
Item 2						
.....						
Item N						
<b><i>Muxing Spares</i></b>						
Item 1						
Item 2						
.....						
Item N						
<b><i>Transmission Spares</i></b>						
Item 1						
Item 2						
.....						
Item N						
<b><i>Network Control Spares</i></b>						
Item 1						
Item 2						
.....						
Item N						

**ATTACHMENT L-6: BEST ESTIMATED QUANTITY (BEQ) TABLE FOR MODULES AND KITS**

	FY04 Quantity	FY05 Quantity	FY06 Quantity	FY07 Quantity	FY08 Quantity	FY09 Quantity
<b>Voice</b>						
Basic Access Module	0	136	136	56	56	56
Base Transceiver Station Module	6	15	15	15	15	15
Cellular Hub Module	2	5	5	5	5	5
Large Voice Module	0	17	17	7	7	7
Secure Voice Module	0	17	17	7	7	7
STE-R Module	0	17	17	7	7	7
Cellular Antenna Kit	4	20	20	20	20	20
Cellular Phone Kit	2	10	10	10	10	10
Cellular Operations & Maintenance Center Kit	1	5	5	5	5	5
Cellular TRX Card and Power Amplifier Kit	1	5	5	5	5	5
DSVT Kit	0	17	17	7	7	7
Lightning Protection Kit	0	34	34	14	14	14
Voice Config Kit-Local Base Interface	0	34	34	14	14	14
Voice Config Kit-Radio Interface	0	17	17	7	7	7
Voice Config Kit-Subscriber Extension	0	34	34	14	14	14
Voice Config Kit-Subscriber Loop	0	34	34	14	14	14
Voice Config Kit-T1 Trunk, International, Echo Cancellation	0	17	17	7	7	7
Voice Config Kit-TRI-TAC Interface	0	17	17	7	7	7
<b>Data</b>						
Crypto Interface Module	0	34	34	14	14	14
Red Data Module	0	102	102	42	42	42
TSSR Interface Unit	0	0	0	0	0	0
Crypto Config Kit	0	34	34	14	14	14
Data Extension Kit	0	34	34	14	14	14
INE Kit	0	68	68	28	28	28
LAN Kit	0	34	34	14	14	14
Router Kit	0	51	51	21	21	21
Single Mode Fiber Extension Kit	0	17	17	7	7	7
VOIP Kit	0	17	17	7	7	7
<b>Muxing</b>						
Crypto Module	0	17	17	7	7	7
FCC-100 (Satellite) Module	0	5	5	5	5	5
FCC-100 (Tactical) Module	0	34	34	14	14	14
ICE NIPRNET Module	1	10	10	10	10	10
ICE SIPRNET Module	1	10	10	10	10	10
ICE Transmission Module	1	10	10	10	10	10
FTSAT Baseband Module	0	5	5	5	5	5
Pmux 400 Module	0	17	17	7	7	7
Pmux 800 Base Module	0	5	5	5	5	5
Pmux 800 Expansion Module	0	10	10	10	10	10
SPICE Satellite Baseband Module	1	5	5	5	0	0
SPICE NIPRNET Module	1	5	5	5	0	0
SPICE SIPRNET Module	1	5	5	5	0	0

	FY04 Quantity	FY05 Quantity	FY06 Quantity	FY07 Quantity	FY08 Quantity	FY09 Quantity
<b>Muxing (continued)</b>						
Circuit Extension Kit	0	17	17	7	7	7
Pmux 400 Config Kit - Port Interface	0	17	17	7	7	7
Pmux 400 Config Kit - trunk Interface	0	17	17	7	7	7
400 Config Kit - Voice	0	17	17	7	7	7
Pmux 800 Config Kit - Port Interface	0	5	5	5	5	5
Pmux 800 Config Kit - Trunk Interface	0	5	5	5	5	5
Pmux 800 Config Kit - Voice	0	5	5	5	5	5
<b>Transmission</b>						
Laser Module	0	68	68	28	28	28
Mid-Range Radio	2	20	20	4	20	34
RF Microwave Module	0	102	102	42	42	42
Antenna Kit	0	102	102	42	42	42
10-Meter Antenna Mast	0	68	68	28	28	28
15-Meter Antenna Mast	10	34	34	14	14	14
Tripod	30	102	102	42	42	42
Network Control						
NCC-D Heavy	40	34	34	14	10	10

**ATTACHMENT L-7: BEST ESTIMATED QUANTITY (BEQ) TABLE FOR RETROFIT KITS**

	GFY05
<b><i>Voice Modules and Kits</i></b>	
Basic Access Module	241 v2s
Large Voice Module	19 v1s/104 v2s